

GENERAL CONTRACTOR LICENSE REQUIREMENTS:

GENERAL INFORMATION:

Please complete all information on the application. You must submit all documentation required for the filing status in which you are applying. The names on all documentation (application, certificate of insurance, bond, and workman's compensation) must read exactly the same. This listing will be renewable every two (2) years after the December 31st expiration date.

All new listings, including name changes, will be required to attend an orientation class within sixty (60) days of issuance.

LICENSE FEES New Business: (2 yrs-18 mths remaining) \$247.00; (18 mths-1 yr remaining) \$185.00; (Less than a year) \$124.00

Renewals - \$247.00

Agents: 1-5 agents no charge, 6 or more agents \$63.00 each -Make checks payable to "The City of Indianapolis"

LICENSE REQUIREMENTS:

Sole Proprietors: Insured/principal should be listed as the "**Sole Proprietor DBA (doing business as) the Business Name**"

Partnerships: Insured/principal should be listed as the "**Partners DBA (doing business as) the Partnership Name**."

DBA's, that do not include the surname of the proprietor or partner, must register in the county in which the business originates. Proof of the DBA registration must be submitted with this application. If the county does not record DBA's the contractor should submit a letter stating the county policy. For Sole Proprietor DBA's located in Marion County, contact the Marion County Recorders Office at (317) 327-4020.

Corporations/LLCs: Must register with the Indiana Secretary of State at (317) 232-6576 or www.in.gov/sos.

APPLICATION

-Must have dated signature of sole proprietor, partner, or officer of the corporation (attesting that information is complete and accurate)

-Must list at least one agent authorized to obtain permits -May list other agents authorized to obtain permits

• GENERAL LIABILITY INSURANCE CERTIFICATE

Must have a certificate of insurance with:

- ✓ Minimum of \$500,000 for each occurrence of death or bodily injury
- ✓ Minimum of \$100,000 for each occurrence of property damage.
- ✓ **OR** Combined single limit coverage which covers both bodily injury and property damage, minimum of \$500,000 per occurrence

Must indicate the policy number or "Binder"

Must identify the effective and expiration dates of the coverage

Must name the sole proprietor, partnership, or corporation as the insured

Must indicate coverage for "General Contractor"

Must not limit coverage to a single job or address

Must name the "**Consolidated City of Indianapolis**" as **Additional Insured with endorsement ISO CG2036 0413 or equivalent.**

Must provide any endorsement referenced on certificate.

Must not require a written contract for additional insured

Must list the City of Indianapolis as Certificate Holder

Must notify the Department of Code Enforcement, in writing, at least 15 days prior to cancellation

• SURETY BOND OR BOND CONTINUATION CERTIFICATE

Must be type-written. Hand-written bonds will not be accepted.

Must show the bond number

Must list the name, address, and phone number of the bonding company & insurance agent

Must be in the amount of \$10,000

Must name the "**Consolidated City of Indianapolis and/or an Unknown Third Party**" as Obligee

Must indicate coverage for a General Contractor

Must be signed by the principal (If partnership, all partners must sign)

Must have the expiration date of 12/31/2014

• WORKMAN'S COMPENSATION INSURANCE

Corporations: Due to the nature of a corporation, the owner/principal becomes an employee of the corporation (including Sub-S Corporations). By Indiana State Law they are required to carry workman's compensation coverage – at least covering the owner/principal.

Must carry Workman's Compensation Insurance for workers employed in Indianapolis/Marion County

Must identify the effective and expiration dates of coverage

Must indicate the policy number or "Binder" (a binder is only valid for 30 days from date of issuance)

Limited Liability Companies, Partnerships and Sole Proprietors, If you have employees:

Must carry Workman's Compensation Insurance for workers employed in Indianapolis

Must identify the effective and expiration dates of coverage

Must indicate the policy number or "Binder" (a binder is only valid for 30 days from date of issuance)

If you do NOT have employees:

Must complete the Workman's Compensation waiver on the application